

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 4 January 1988

1. Status of Tasks Assigned by Senior Management:

INPUT FROM PE?
25X1 On 31 December, the Chief, Procurement Management Staff (OL/PMS) met with representatives from the Inspector General to complete their review of the Agency's procurement system. Details of this meeting were provided at the OL/PMS biweekly meeting with the Procurement Executive. [REDACTED]

2. Major Events That Have Occurred During the Preceding Week:

a. Contract Clauses on Contract Team Local Area Network (CTLAN) Prototype:

NO
25X1 On 29 December, James Benson, President of Compusearch, and an associate visited OL/PMS and loaded the Federal Acquisition Regulations Automation (FARA) software on the CTLAN prototype. This particular software contains the FAR contract clauses and other special clauses to allow a contracting officer to construct contracts. It will be used for testing purposes in OL/PMS. The Directorate of Intelligence Contract Team presently uses a similar version of FARA, along with special Agency clauses, for its regular operations. [REDACTED]

25X1 b. OL/PMS Round Table Discussions:

NO
25X1 [REDACTED] reported that an agenda was prepared for the Chief, PMS/OL in preparation for staff round table discussions scheduled to commence 4 January. The objective of these discussions is to improve OL/PMS staff communications and group interaction. [REDACTED]

25X1 c. Agency Contract Review Board (ACRB) Activities:

NO

[REDACTED]

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d. CIA Contracting Manual (CCM):

25X1 [] reported that CCM coverage of Technical Data
Rights and Computer Software, as reflected in the Defense
25X1 NO Acquisition Circular 86-3 release, has been completed. The
manual update is awaiting approval from the Chief, PMS/OL. []

e. Procurement Newsletter:

25X1 [] reported that the Procurement Newsletter
was distributed to all procurement elements the week of
25X1 NO 28 December 1987. []

f. CONIF Activity:

25X1 NO (1) CONIF input 144 contracts and 89 amendments into its
system during the past week. []

25X1 (2) [] reported that the initial supply of
the revised Form 1218 will be reprinted to include some
minor changes to improve data collection information in
25X1 NO recording the Form 2420 request number and the document
control number from Form 88 or Form 1245. []

g. Training:

25X1 [] reported that she is continuing to contact,
coordinate, and enroll procurement personnel into
25X1 NO (a) Fundamentals of Incentive Contracting, (b) Research and
Development Contracting, and (c) Federal Contract Law. []

3. Upcoming Events:

25X1 NO There are no significant upcoming events to report on at
this time. []

4. Management Activities and Concerns:

25X1 NO OL/PMS will continue to keep senior management apprised of
significant management activities and concerns as appropriate.
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C O N F I D E N T I A L